

Commercial Building Permit Application

City of Maple Grove

12800 Arbor Lakes Pkwy, P.O. Box 1180, Maple Grove, MN 55311

CONTACT NUMBERS:

Becky Roy, Inspections Administrative Coordinator 763-494-6062 (broy@maplegrovmn.gov)

Larry Huff, Plans Examiner 763-494-6080 (Lhuff@maplegrovmn.gov)

Complete Site Address (including suite number if applicable):

Suite # _____

Occupant: _____

(please be sure to complete Certificate of Occupancy or Business Application for all new tenants)

Property Owner

Name: _____ Contact Person: _____

Address: _____ email address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

Contractor

Name: _____ Project Manager: _____

Address: _____ email address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

Architect/Designer/Engineer

Company: _____ Design Professional: _____

Address: _____ MN State Registration #: _____

City: _____ State: _____ Zip: _____ Phone #: _____

Email address: _____

Description of Work

- | | | |
|--|---|---|
| <input type="checkbox"/> Comm/Ind/Pub – New | <input type="checkbox"/> Comm/Ind/Pub – Alt | <input type="checkbox"/> Comm/Ind/Pub – Add |
| <input type="checkbox"/> Comm/Ind/Pub – ReRoof | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Commercial Swimming Pool |

Main Structure /Work Type

- ☐ New ☐ Addition ☐ Interior Finish ☐ Remodel/Alter ☐ Footing/Foundation ☐ Demolish

Complete Plan Review Submittal Checklist on Reverse Side

Estimated Value of Work to be Performed _____

New Construction or Addition Plan Review Submittal Checklist:

_____ **Applicable Building Code: 2006 IBC with MN Amendments**

_____ Completed Permit Application

_____ **New Construction – 5 Complete Sets of Plans; a plan set shall include accessibility plan, mechanical plan, plumbing plan, electrical plan. Deferred plans shall be listed when submitted. Mechanical and architectural shall sign deferred plans. Please note that the plans must be folded or separately rolled for distribution; if this is not done it may delay distribution and the review process. All copies must be signed by a registered professional.**

_____ Completed Code Analysis Form

_____ Completed Certificate of Occupancy Application

_____ Hennepin County Environmental Health Submittal. **Submittal Date:** _____

If applicable, letter of approval from Hennepin County required prior to the issuance of a building permit.

_____ Metropolitan Waste Control Commission- SAC Determination Required

Submittal Date: _____ **Contact:** Jessica Nye Phone # 651-602-1378

****SAC must be determined prior to issuance of building permit.****

Tenant Improvement/Remodel Plan Review Submittal Checklist

_____ **Applicable Building Code: 2006 IBC with MN Amendments**

_____ Completed Permit Application

_____ **3 Complete Sets of Plans; Please note that the plans must be **folded or separately rolled for distribution; if this is not done it may delay distribution and the review.** All copies must be signed by a registered professional.**

_____ Completed Code Analysis Form if Code Analysis is not on front of plan

_____ Completed Certificate of Occupancy Application if new commercial tenant space

_____ Completed Business Certificate Application

_____ Hennepin County Environmental Health Submittal. **Submittal Date:** _____

Contact: Debra Anderson – 612-235-0352 - If applicable, letter of approval from Hennepin County required prior to the issuance of a building permit.

_____ Metropolitan Waste Control Commission - SAC Determination Required

Submittal Date: _____ **Contact:** Jessica Nye Phone # 651-602-1378

****All plans shall be reviewed for SAC determination prior to issuance of building permit.****

Commercial plans are reviewed per the following codes:

- ◆ 2015 MN State Building Code
- ◆ 2015 International Fire Code (IFC) with MN Amendments and City Ordinance
- ◆ 2015 Minnesota Mechanical Code 1346 and Fuel Gas Code
- ◆ 2015 MN Plumbing Code
- ◆ 2015 MN Energy Code & ASHRAE Standard 90.1-2004
- ◆ 2014 National Electrical Code
- ◆ 2015 MN State Accessibility Code Chapter 1341
- ◆ MN codes listed at Website: <http://www.doli.state.mn.us/CCLD/Codes.asp>

COMPLETE BELOW ONLY IF APPLICATION INCLUDES PLANS

Building Permit Data Practices Advisory

You may be required to submit building plans with your permit application so that the City can determine if a building permit should be issued. If you do not submit building plans when they are required, you will not obtain the permit. If you think that those plans have economic value from not being generally available and you wish to maintain their secrecy please check the box below that is designated a trade secret information and explain your reasons. If you think that those plans have information that would jeopardize the security of the property if the information were released please check the box below that is designated security information and explain your reasons. Trade secret information and security information are not available to the public. Building plans that contain trade secret information or security information will not be given to the public and will be provided only to government officials who have a need to review them. Other building plans are available to anyone.

Please check one of the following choices and sign below:

_____ The building plans have trade secret information. Please identify:

_____ The building plans have security information: Please identify:

_____ The plans do not have trade secret information or security.

Fees and plan review are based on Maple Grove City Code Section 16-172

The undersigned hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Maple Grove to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Maple Grove, the State of Minnesota and rulings of the Building Department.

Applicant's Signature: _____ Date: _____

The Applicant is: _____ Owner _____ Contractor _____ Architect